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AUTHOR Horowitz, Blanche
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ABSTRACT

This manual provides a concise and comprehensive "how to" guide to starting and maintaining a family planning/population library. In addition to the step-by-step procedures necessary for acquiring and organizing book and non-book material, a classification scheme is presented for providing documents, articles, pamphlets, and books with numbers for easy filing and retrieval. This classification system is used by the library network of the Planned Parenthood Federation of America and has been adopted by other family planning libraries as a helpful method of access to holdings. Sections of the manual describe how to select, order, and process books and how to set up a card catalog; how to select and order periodicals, audiovisual and vertical file materials; actual physical aspects of the vertical file; and how to handle newspaper clippings and journal articles. Other topics of interest to librarians include advice on library policy, staff, space, equipment, and supplies. A subject index with the classification number for each subject, and a glossary of family planning terms are included. (Author/JPF)

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A Family Planning Library Manual

by BLANCHE HOROWITZ

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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KATHARINE DEXTER McCORMICK LIBRARY
PLANNED PARENTHOOD FEDERATION OF AMERICA, INC.
810 SEVENTH AVENUE, NEW YORK, N.Y. 10019

FOREWORD

In the ten years since the first edition of this Family Planning Classification, many more population/family planning libraries have come into existence, a substantial number of them with the assistance of former editions of the Library Manual and Classification. No longer is it the lonely task it once was to revise each edition. The users of the Manual and Classification, within the Planned Parenthood Federation and also in other agencies, both here in the United States and abroad, have been corresponding with me over the years, offering and asking for suggestions, all of which, in one form or another, have eventually been incorporated into the classification scheme, thus contributing much to its development.

In the three years since the last edition, a great many of those who use the classification scheme have also visited the Katharine Dexter McCormick Library. The resultant exchange of ideas during these visits has been responsible for the more detailed extension in breadth and expansion in depth of the Manual, the Classification and the Index. It is with much pleasure, therefore, that I acknowledge with thanks all those, some of whom I have come to know, others of whom I have never seen, who have in this way shared their experience with me.

Previous editions of the Library Manual have not included information about the handling of audiovisual materials within a library setting. Fortunately, for this edition, we have been able to draw on the ability, the experience and the intelligence of Lisbeth R. Olton, Librarian at the Family Planning Training Institute of the Planned Parenthood Association of Maryland, who has written the sections having to do with audiovisual materials. Not only am I grateful to her for this much-needed additional information, but I am also appreciative of her many thoughtful suggestions which helped to improve other parts of the Manual and the Classification.

For the Classification and Index, I am indebted to Gloria Roberts, Reference Librarian of the Katharine Dexter McCormick Library, for sharing with me the wisdom she gained from her extensive use of the classification scheme in preparing, each month, CURRENT LITERATURE IN FAMILY PLANNING. I also wish to thank Josephine Krinsky, Acquisitions Librarian, who so ably assisted with the adaptation of the Book Classification.

If there are any shortcomings, I reserve for myself sole responsibility for them.

Blanche Horowitz, J.D., M.L.S.
Director, Library Services
Katharine Dexter McCormick Library

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NOTES FOR THIS EDITION

1. An asterisk* indicates either a subject or a Classification Number that is new to this edition.

2. The sections containing the Index, the Book Classification, and the VF Classification have been placed first in this Library Manual because they probably will be used on a daily basis. On the other hand, "How to Start a Family Planning Library." after it has been read, will probably be used only occasionally for reference purposes, and therefore has been placed in the last section, although no doubt it will be read first by many.

3. The Index and the VF Classification should always be used together. The Index is an alphabetical guide to the VF Classification Number of the subject being searched, which, once determined, leads to the subject's position within the VF Classification where the entire range of related subjects is displayed. In addition, the Index, by *see also* references, leads to other subjects in the VF Classification which the searcher may find useful, too.

4. To search for a subject in the Index requires your "translating" that subject into the terminology of the Index and Classification. To assist you, several entries for the same subject have been supplied by the use of synonyms, but it is not always possible to anticipate the exact language of the user.

   This is a rather small classification system, so it is possible, and also advisable, to familiarize yourself with its vocabulary before trying to classify. To help you understand how the terms are used, there is a glossary of terms on page 83. Additional definitions in the form of scope notes appear in the VF Classification after many of the terms.

5. The Book Classification was adapted from the VF Classification and thus they are closely related. However, there are some minor differences, which can easily be understood on examination. The Book Classification has fewer subject numbers, each one of which covers a wider subject area than its corresponding VF Classification Number. The VF Classification, because it is spelled out in much more detail for each subject, can be consulted as an aid in determining the proper Book Classification Number.

NOTES

6. There are very few changes in Classification Number from the previous edition: 3.27 is now 7.31.12; 2.11.0 is now 2.89; and all the 8.1 subdivisions (8.11 Physicians; 8.12 Nurses; etc.) retain only the 8.1 part of the number and these folders are now arranged in alphabetical order according to profession. Once these changes have been made, it is best to discard the former edition to avoid confusion.

   All the other asterisk*-marked numbers indicate expansion of already existing Classification Numbers or subjects. If you already have journal articles, reports or other documents in the vertical file drawers appropriate to these numbers and/or subjects, then supply the properly numbered folders for them and add them to your Vertical File collection in the correct numerical position. In the future, add numbered folders for new materials as you collect them.

7. If you have suggestions for changes or additions to either the Book Classification or the VF Classification, it will enhance the retrieval capabilities of your own library, as well as those of other libraries, if you use the KDM Library as a clearinghouse by reporting the suggestions so that they can be incorporated into the Classification.

   The use of CURRENT LITERATURE IN FAMILY PLANNING and the published bibliographies, A SMALL LIBRARY IN FAMILY PLANNING and A SELECTED BIBLIOGRAPHY, will do much to facilitate the work of classifying, once the INDEX and the CLASSIFICATION are understood.

   Future changes or additions in the Book Classification or the Vertical File (VF) Classification will be noted in future editions of CURRENT LITERATURE IN FAMILY PLANNING, the monthly classified review of literature published by the Katharine Dexter McCormick Library. These changes and additions will also be indicated by an asterisk*.

8. Major family planning and birth control subjects in the KDM Library Classification are capitalized in the Index to facilitate scanning of terms.

Credits: Cartoons by Katherine Seibel

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World 5.12
PROSTAGLANDINS 2.61
As abortifacient 2.31*
Prostitution 7.31.12*
(formerly 3.27)
Protestant views
BIRTH CONTROL 6.12
Sex and sex education 6.32
Psychiatric, psychological,
emotional aspects 3.14
Psychic depression 2.11.15
see also *Libido 2.11.112
Psychological aspects,
The Pill 3.14
Psychologists 8.1
Puberty 2.6

Public Assistance 4.36
Public Health programs 4.31
Public Health workers
(includes Nurses) 8.1*
Public Welfare 4.33
see also Illegitimacy 3.22
AFDC 4.36
Puerto Ricans 3.31.4

Q

Quality of Life
see ENVIRONMENT 5.3

R

Racist attitudes
see Black community 3.31.1
Radio 8.34
Rape 7.31.12
Records (clinic) 2.85
Recruitment of patients
see Motivation 3.72.1
Reimbursements to PP centers 4.33.1
Religions and BIRTH CONTROL 6.1
see also KAP studies 3.61
Research
Bio-medical 2.6
PPFA programs 2.89*
(formerly 2.11.0)
Sex 7.33
KAP studies 3.61
Genetics 2.75
Research grants 3.94
see also Legislation 4.4
Retention of patients
see *Acceptance and continuance 3.72
see also Emotional, etc. aspects 3.14
RHYTHM METHOD 2.13
Roman Catholics 6.11
see also KAP studies 3.61

S

Schools
POPULATION EDUCATION 8.2
Sex education 7.32

21

Screening and testing	2.88
see also Legal status	2.75*
Genetics	2.62.1
*Seasonal patterns	3.63
Second Vatican Council	6.11
Senate (U.S.) hearings	4.41
*SEQUENTIAL PILL	2.11
*Sex and aging	7.31.4*
*Sex and sexual relationships	7.
see also Emotional, etc. aspects	3.14
Sex education	7.32
see also Religious views	6.3
*Sex pre-selection	2.6
*Sex roles	7.42*
see also Emotional, etc. aspects	3.14
Sex research	7.33
*Sexism	7.42*
Sexual behavior	7.31
see also KAP studies	3.61.1*
*Sexual modes	7.31.11*
*Sexual orientation	7.31.11*
Sickle cell screening	2.88
see also Legal status	2.75*
Genetics	2.62.1
Side effects	
ORAL CONTRACEPTIVES	2.11.1
IUDs, see each type	2.12
comparative	2.12.2
Social workers	8.1*
Sociomedical indications for contraception	2.15
Spacing of children	
see Medical indications	2.15
Spanish speaking communities	3.31.4
Speeches	8.35
*Sperm	2.61
*Sperm banks	2.21.1*
Staff training (PPFA)	1.64
see also Training	3.75
Standards, Medical	2.83
State legislation and hearings	4.34
Statistics	
see Clinic records	2.85
U.S.	5.2
World	5.1

Sterility	
see INFERTILITY	2.2
STERILIZATION	2.4
see also Legal status	2.73*
KAP studies	3.61.1*
Coercion	4.33.3
*Stilbestrol (DES)	2.61
see also Cancer	2.11.12
Studies and surveys	
see KAP studies	3.61

T

Tay-Sachs	
see Genetics	2.62.2*
Screening and testing	2.88
Legal status	2.75*
Taxes	5.43
TEENAGERS	7.31.2
see also KAP studies	3.61.2*
Population education	8.22
Sex education	7.32.1
Television	8.34
Testing and screening	2.88
amniocentesis	
pap smears	
pregnancy	
etc.	
see also Legal status	2.75*
Genetics	2.62.1
"Third Child" (formerly 5.61.1)	3.62
Thromboembolism	2.11.11
Title XIX (Medicaid)	4.35
Training and staffing	
Professionals	3.75
Para-professionals	3.75
Indigenous workers	3.75
see also Education for professionals	8.1
Training schools for boys and girls	3.32.4
*Transexualism	7.31.11*
*Transvestism	7.31.11*
*TUBAL LIGATION	2.42*
TV-Radio	8.34

U

Unemployment	5.41
Unions	3.32.1
United Nations	3.81
United States	
Birth and growth rates	5.21
Legislation	4.4
Funds for family planning	3.94
Government agencies	4.21
Population	5.2
Unmarried mothers/fathers	
see Illegitimacy	3.22
Unmarried women	
see PPFA policy statements	1.2
Welfare requirements	4.33.2
Legal aspects	2.74*
Unmet needs for family planning services	3.91
Unwanted children	3.26
UNWANTED FERTILITY	3.63
UNWANTED PREGNANCIES	3.26
Unwed mothers/fathers	3.22
Urbanization	5.33
Urban planning	5.34
Use of BIRTH CONTROL	2.1
see Knowledge, Attitudes, Practice (KAP studies)	3.61

V

Vaccine	
see Immunization	2.61
*VACUUM ASPIRATION	2.31*
*Vaginal health	3.11.3*
see also Cancer, cervix	2.11.12
Vaginal bleeding	2.11.14
Venereal disease	3.24
VASECTOMY	2.41*
VAS OCCLUSION CLIP	2.41
Venereal disease	3.24
*Vitamin deficiency	2.11.13
*Vitamin dependent disorders	2.62.2*
Volunteers (PPFA)	1.45
*Voluntarism	5.61.1*

W

Water 5.31
Welfare departments
see Public Welfare 4.33
see also Illegitimacy 3.22
Health, Education and Welfare 4.21 HEW
White House Conference on Children 4.5
WHO
see World Health Organization 3.81
Women 7.4
Women's movement 7.43*
Workshops
FAMILY PLANNING 3.5
Government 4.5
Marriage and sex 7.5
PPFA Annual Meeting 1.5
World population 5.1
Birth and growth rates 5.11
Population growth projections 5.12
World Health Organization 3.81

Z

Zero population growth
see Other organizations 1.9
Population growth 5.12

CLASSIFICATION

The Katharine Dexter McCormick Library Classification has been designed especially for vertical file materials in population/family planning subjects, with the various aspects of these subjects arranged by numbers indicating large categories, plus decimal subdivisions of the numbers to indicate relatedness of subjects *within* the larger categories. The numeral 1. has been reserved for the internal documents of the departments and committees of Planned Parenthood Federation of America, but it can be adapted for the same purpose by other agencies and institutions. *This Classification is used by the Library* for all journal articles and other documents in its vertical file collection, and has been adapted for the KDM Library's book collection as well. (See p. 44.)

Who Can Use This Classification

Any population/family planning library can use the KDM Library Classification, as it is entirely focused within this field. However, it can also be used by medical, public health, health sciences, university libraries, or any other kind of library that may want to build within a larger library collection a section on population/family planning subjects. To illustrate, the category 2. BIRTH CONTROL might be set up in a medical library within that library's classification for **birth control**, or its equivalent, if the library wanted to include all the subjects contained therein. Or, some sections of this category might be integrated in the collection according to the library's particular needs. The same might be done with other categories, or sections within them.

All bibliographies and publications of the KDM Library contain the proper classification code number for each article listed, as well as each book's call number. Therefore, if you use these bibliographies and/or CURRENT LITERATURE IN FAMILY PLANNING, the work of classifying and coding has been done for you.

How to Classify

To assign the proper Classification Code Number to a journal article, its subject must first be determined. Many scholarly and scientific journals provide an abstract at the beginning of each article, from which the subject can be ascertained. Scanning the first few paragraphs of the article and the conclusion, as well, will reinforce the librarian's judgment of the article's subject. The title can also be helpful, but it is not always reliable.

Once the subject is determined, it can then be looked for in the Index (p. 5), and, when found, should then be written on the top page of the article. The article is now ready to be filed in its appropriate folder and and in its numerical position in the vertical file drawer.

Determining the Subject

Classifying depends not only on one's knowledge of the classification scheme in use, but also on one's experience and perception. Perhaps I can best explain by way of example: An article, entitled, "Some Factors Affecting Staff Attitudes Toward Offering Intrauterine Devices to Adolescent Patients," might be viewed as *KAP studies* 3.61.2 *Health professionals*, as its "subject" concerns a questionnaire survey of attitudes toward the practice of contraception, thus qualifying it within the definition of the scope note in the Classification. *(See* 3.61). However, the article actually is concerned with the quality of *Birth control services for Teenagers* 7.31.21.

The proper subjects and their Code Numbers have been given in this illustration, but the classifier, once having decided on a subject would then turn to the Index to look up, in the first instance, *KAP studies* or *Health Professional* to find the Code Number; or, in the second instance, *Birth control services* or *Teenagers*. The inexperienced classifier might not know that the term for "attitudes" is *Knowledge, Attitudes, Practice* (KAP studies) and might look for "attitudes", which is also given in the Index. The classifier would find 3.61 as the Code Number, which, if searched for in the Classification Scheme, would lead to 3.61.2, under which *Health professionals* is to be found. In other words, the Index leads to the Classification, where the full range of related subjects will be found.

When reviewing an article like the one cited above for classifying and coding, ask yourself the question, "Who is the user of this article likely to be?" In this case, would it be a researcher interested in attitudes? Or, would it be someone involved in birth control services for teenagers?

Another good practice to follow when in doubt is to check the folder of a given subject, especially when the article seems to fall within two, or more subjects. To continue with the above illustration: in our library, this very article was at first mistakenly classified *KAP studies* 3.61.2 *Health professionals*, but was discovered to be incompatible with the other articles in that folder. On the other hand, it was found to be relevant to *Birth control services for Teenagers* 7.31.21.

If you have determined that an article does indeed have two or more subjects, a cross-reference sheet, giving the article's title, author, and Vertical File Drawer position (Code Number), should be placed in the secondary subject file folder. Be warned, however, that if you have to do this too often, something is amiss. Cross referencing should be used only when necessary and useful. It should not be used as a way out of determining the exact subject of an article.

The question of who the user is likely to be can be stated in another way: "For what purpose will the user want the article?" In the case of our library, because we serve PPFA Affiliates who provide clinic services for teenagers, that subject is of utmost importance, and so that gave us the first clue. On examining the articles in the folder *KAP studies* 3.61.2 *Health professionals*, we found them all to be about studies constructed in an entirely different way from the study covered in the article. In addition, all the studies in the folder were directed towards researchers interested in attitudes as barriers to the practice of birth control and family planning on a regional or national scale, with no reference at all to birth control services. So, for this library, even a cross reference was not necessary, although it is possible that in another library one would have been desirable. It is also conceivable that in a library having as users researchers interested in attitudes, with no users interested in birth control services, the article would have been properly classified 3.61.2 *Health professionals*.

In summary, classifying depends on one's knowledge of the classification system; on one's perception of the contents of the materials in relationship to that classification scheme; and on one's experience with the ways in which the library's clients will want to use the materials. To achieve success with classifying with a minimum amount of error, the following steps should be followed:

1. Read the abstract of the article for content, if there is an abstract.

2. Read the first few paragraphs and the conclusion of the article. In difficult articles, you may have to read more.

3. When in doubt, ask, "Who is the user likely to be?" "For what purpose will the article be wanted?"

4. Check the other articles in the folder for relevancy.

5. Once the subject has been determined, look it up in the Index for the subject Code Number; then look for the Code Number in the Classification to check on the range of related subjects and/or to locate the specific Code Number you require.

CLASSIFICATION FOR VERTICAL FILE (VF)

Explanation: Numeral one (1. through 1.9), covering PPFA's committees and departments, encompasses the organizational structure of PPFA and has not been included in the INDEX, which covers only family planning subjects. This separation of organizational matters from subject materials will give those using the Classification and Index greater flexibility and ease in filing and in retrieving materials from the files.

0. PPFA CLASSIFICATION
1. PLANNED PARENTHOOD FEDERATION OF AMERICA, Inc.
1.1 Annual Report
Summaries of PPFA activities
History of PPFA and birth control movement

1.2 PPFA POLICY

1.3 PPFA BYLAWS (and Standards of Affiliation)
PPFA PROCEDURES

1.4 PPFA BOARD AND COMMITTEES (except Annual Meeting)
1.41 National Board (Board of Directors)
1.42 PPFA Standing Committees
Affiliation
Budget and Finance*
Executive
Expansion and Policy
Joint Planning
Medical
Nominating
Personnel
Regional Representatives
Resources*
1.43 Other PPFA Committees and Advisory Councils
e.g., Clergymen's, Public Affairs, AGI,
etc., arranged in alphabetical order
1.44 Committees related to PPFA
Executive Directors Council
PPFA Attorneys
Regional Councils
1.45 Volunteers

VERTICAL FILE CLASSIFICATION

1.5 PPFA MEETINGS, CONFERENCES, WORKSHOPS, etc.

1.51 Annual Meeting
- Annual Meeting Committee
- Luncheons
- Staff meetings, workshops
- Symposiums, panel discussions
- Workshops

(This numeral is for announcements and memos in preparation for the Annual Meeting. Once the Annual Meeting is over, finished documents resulting from the meeting will be entered in their proper subjects and corresponding Classification numerals.)

1.52 Other PPFA meetings, conferences, workshops (Arranged alphabetically, by title, or some other identification meaningful to you.)

1.6 PPFA DEPARTMENTS

1.61 Administration
- Benefits and fringe benefits
- Health insurance
- Jobs and job descriptions
- Personnel, policy and other matters
- Salaries

1.61.1 General Services
- Inventory, furniture and machines
- Purchasing
- Leases etc.

1.61.2 Management by Objectives

1.62 Center for Family Planning Program Development
- Technical Assistance Division

1.63 Community
- College Chapters

1.64 Field Services
- Affiliate Staff
- Internship Program
- Regions
- Staff Training

1.65 Financial Management
- Affiliate Audits
- Budgets
- Liability Insurance
- Uniform Accounting

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1.66 Information and Education
1.67 Medical
PPFA Medical Purchase Plans
Malpractice Insurance
Medical Research
Testing programs (pap smear, sickle cell, etc.)
1.68 Research
1.69 Resources
Bequests
Campaigns
1.610 Training
Continuing Education

1.7 Legal counsel, PPFA
Guidelines
Memorandums

1.8 INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

1.9 ORGANIZATIONS (other than PPFA)
Arranged alphabetically

2. BIRTH CONTROL
2.1 Methods, including statistics on use of
2.11 Orals
*Combined pill
*Low dose pill
*Minipill
*Pill-a-Month
*Sequential pill
2.11.1 Complications
2.11.11 Clotting disorders
Clot formation-veins, arteries, thrombosis
Inflammation of veins – phlebitis
Thromboembolism, e.g., pulmonary, cerebral
2.11.12 Cancer
Breast
Cervical, uterine, vaginal
in situ
other grades
DES (Diethylstilbestrol)

2.11.13 Metabolic and other changes
- Arthritis (rheumatic disorders)
- Diabetes
  - transient – temporary decrease in blood glucose tolerance
  - permanent change
- Liver Dysfunction
- Thyroid – increase in circulating thyroid hormone
- Vitamin Deficiency

2.11.14 Uterus
- Amenorrhea
- Endometriosis
- Fibroids – increase in size
- Menses, irregular
- Vaginal bleeding – undiagnosed

2.11.15 Cerebrovascular
- Cerebrovascular accident – cerebral thrombosis
- Epilepsy
- Migraine
- Psychic depression

2.11.16 Eye – partial or complete loss of vision
- Dyplopia (double vision)
- Papilledema
- Retinal vasculature disorders

2.11.17 Cardiovascular
- Coronary thrombosis
- Edema
- Hypertension

2.11.18 Lactation, effects on

2.11.19 Skin
- Chloasma
- Hair
- Melasma

2.11.110 Delay of conception after use of orals

2.11.111 Genetic effects of orals

2.11.112 Libido and depression
- Coital frequency

2.12 Intrauterine devices (IUD/IUCD)
(Include, with each type, complications of that particular type)

*2.12.1 Devices (alphabetical by type)
- Bows (Birenberg)
- Copper-T et al
- Loops (Lippes)
- Polygons
- Rings (Grafenberg, Ota)
- Shields (Dalkon)
- Spirals (Margulies)
- Springs (Majzlin)

*2.12.2 Complications and side effects
(Comparative studies of IUDs)
- Pregnancy
  - Uterine
  - Extrauterine (Ectopic, abdominal)
- Blood loss

*2.12.3 Evaluation of IUDs
- Efficacy rates
- (Comparative with orals, or with each other)

2.13 Other methods (Use separate folder for each)
- C-Film*
- Coitus interruptus*
- Condoms
- Diaphragms
- Foams/jellies
- Lactation*
- Rhythm
  - Basal temperature
  - Calendar
  - Billings (mucus)

2.14 Contraceptive effectiveness and efficacy rates (comparative)

2.15 Health reasons for birth control
- Medical and sociomedical indications

2.16 Contraceptives – production and marketing

2.2 Infertility (sterility)

2.21 Artificial insemination

2.21.1 Sperm banks

2.22 Counseling (including adoption)

2.3 Abortion
*2.31 Techniques:
Chemical
Dilatation and curettage
Laminarias
Menstrual Extraction
Prostaglandins
Saline
Suction
Urea
Vacuum aspiration
*2.31.1 Medical complications (morbidity and mortality)
*2.32 Opinions, pro and con (ethical, moral, etc.)
Anti-abortion, incl. "Right to Life"
*2.33 Clinics
Pregnancy counseling
Standards
Services, including post-abortal contraception
*2.34 Evaluations (summaries, round-ups, reviews of experience, statistics)
*2.35 Policy statements (of agencies, medical societies, etc.)

2.4 Sterilization
*2.41 Male methods
Vasectomy
Vas occlusion clip*
etc.
*2.42 Female methods
Culdoscopy
Hysteroscopic sterilization
Hysterectomy
Laparoscopy
Laparotomy
Mini-laparotomy
Tubal ligation
etc.

2.5 Food and Drug Administration Policy (FDA)

2.6 Human Reproduction
Childbirth
Conception
Embryology and fetology*
Menarche

Menopause
Menstruation*
Nidation, pre-implantation
Ovulation*
Pregnancy
Puberty
Sex pre-selection*

2.61 Contraception – Research
Immunology (vaccine)
*Implants
Uterine
Vaginal
Injectables (depo-provera)
Male contraceptives
Prostaglandins
*Sperm

2.62 Genetics
2.62.1 Counseling and screening
(general articles on genetics)
2.62.2 Inherited disorders (including Vitamin dependent disorders)
*2.62.3 Engineering

2.7 Legal Status
*2.71 Abortion
*2.72 Contraception
*2.73 Sterilization
2.74 Rights
Fetal
Hospitals
Husbands
Minors
Nurses
Parents
Patients (including *informed consent)*
Physicians
Unmarried women
2.75 Genetics
Engineering
(the new biology)
Marriage
(prohibition because of age, consanguinity, etc.)
Research
Screening and testing
(amniocentesis, sickle cell, Tay Sachs, etc.)
*2.76 Advertising and mailing

2.8 Clinic services
(Refers to PPFA Affiliate operational procedures, but subjects can be used for similar materials from other sources.)
2.81 Fees and fee Schedules
2.81.1 Medicaid payments
2.82 Malpractice
2.83 Medical standards
manuals, handbooks, guidelines
clinic procedures
equipment
2.84 Evaluations
2.85 Records (automated, CL 7, National uniform system, etc.)
2.85.1 Confidentiality of records
2.86 Complaints
2.87 Licensing
2.88 Testing and screening (pap smears, pregnancy, sickle cell, etc.)
*2.89 Research (PPFA Affiliate programs) (formerly 2.11.0)

3. FAMILY PLANNING

3.1 Health and health services
Comprehensive health care
Fertility-related health services
National health insurance

3.10 Health manpower
(includes family planning manpower, statistics, projections, needs, etc.)

3.11 Women's health
(includes maternal health and health care)
3.11.1 Maternal mortality
3.11.2 Pregnancy and prenatal care
*3.11.21 Maternal age
as factor in breast cancer
as factor in maternal health during pregnancy
as factor in pregnancy outcome
*3.11.22 High risk pregnancies
(includes deficiencies in general health of mother affecting her and/or the fetus/infant/child)
3.11.3 Vaginal health

3.12 Child care and health
3.12.1 Infant mortality (neonatal morbidity and mortality)
3.12.2 Birth defects and other birth risks
(outcome of factors *during pregnancy*)
(e.g., low birth weight, blindness, deafness, etc.)
Aspirin
Rubella and rubella vaccinations
Sleeping pills
Smoking
Steroids
Tranquilizers
etc.
3.12.3 Nutrition and malnutrition
(as factors affecting health of women
and/or fetus/infant/child)

3.13 Handicapped
*3.13.1 Mentally retarded
*3.13.2 Physically impaired

3.14 Mental health
(Emotional, psychological, psychiatric aspects)
(arranged in alphabetical order)
Abortion
Contraception (factors in selection and utilization of contraception)
Infertility
The Pill
Depression and libido
Pregnancy
Sex
Sterilization
Teenagers and contraception, pregnancy, sex

3.2 Social problems
3.21 Crime and juvenile delinquency
3.22 Illegitimacy
Unwed mothers
Unwed fathers
Aid to Families of Dependent Children (AFDC)
(Effects of program on mothers, fathers, and children as individuals)
3.23 Poverty
Rural
Urban

3.24 Venereal diseases
3.25 Battered children
3.26 Unwanted children
Unwanted conceptions, pregnancies*
(effects on individuals, as distinguished from Unwanted fertility 3.63, which refers to the effects on birth rates, etc.)
3.28 Drugs and drug abuse
Alcoholism*
Marijuana*
etc.

3.3 Communities and family planning
3.31 The Communities
3.31.1 Black community
Family formation
Genocide
Health
Racist attitudes against
3.31.2 Migrants
3.31.3 American Indians and Eskimos
3.31.4 Spanish speaking communities
Puerto Ricans
Chicanos
Cubans
etc.
3.31.5 Chinese

3.32 Organizations, institutions, etc.
3.32.1 Unions
3.32.2 Mental hospitals
3.32.3 Prisons
3.32.4 Youth institutions

3.5 Conferences, symposia, meetings, workshops
3.51 Statements in support of family planning
(abortion, contraception, sterilization, minors' rights, etc.)

3.6 Sociological Research
3.61 Knowledge, attitudes, practice (KAP studies)
(Polls, surveys and studies of public opinion in general; and the opinions of various selected groups, by means of questionnaires and interviews)

*3.61.1 Public opinion in general, about knowledge, attitudes, practice of
- Abortion
- Family planning
- Population control
- Sterilization
- Sexual behavior

} arranged alphabetically

*3.61.2 Opinions of various selected groups
- Black community
- Catholics
- College students
- Health professionals
- Males
- Nurses
- Physicians
- Teenagers

} arranged alphabetically

3.62 Family structure
- Cost of children
- Family income
- Family size and family size preferences

3.63 Fertility
- Birth order*
- Childlessness
- Seasonal patterns
- Unwanted fertility (effect on birth rates)

3.7 Family planning services
(Refers to clinic operations required for the dissemination of contraceptives and/or contraceptive information, including abortion, voluntary sterilization and infertility services.)

3.71 Administration*, administrators*
Standards, guidelines, policies*

3.72 Acceptance and continuance*
(of birth control methods and/or clinic services)
- Contraceptives
(type of method as factor in acceptance, continuance)
- Clinic personnel (as factor)
- Services for males

3.72.1 Communication and motivation*
(refers to why's, how's, and types of communication other than media for motivating family planning. See 8.3 for media materials used in communicating and motivating – IEC.)
- Recruitment of patients to programs
- Dropouts from programs
- Outreach programs
- Recruiting the medically indigent

3.73 Clinics
3.73.1 Settings
Health programs
Hospital programs*
Industrial programs*
Mobile units
Postpartum settings
3.74 Cost of services
3.75 Training and utilization of:
professionals
para-professionals
indigenous workers
(refers to evaluations of training programs in the delivery of birth control services.)

3.8 Family planning programs abroad
(Refers to specific, detailed plans to deliver family planning services to a given community on a local, state, or national level, already in existence, or projected.)
3.81 United Nations agencies
3.82 Country by country, alphabetically
3.83 Evaluation of programs (Demographic impact)

3.9 Family planning programs – U.S.A.
(See scope note for 3.8)
3.91 Unmet needs (Polgar-Dryfoos-Varky formula)
3.92 Programs, state by state, alphabetically
county by county, alphabetically
city by city, alphabetically
3.93 Evaluation of programs
(Demographic impact)
3.94 Funding U.S. family planning
Government funds
Foundation funds
Grant proposals

4. GOVERNMENT POLICIES AND PROGRAMS (Public Sector)
4.1 United States aid to foreign countries

4.2 Federal policy in the United States
4.21 Government agencies
(Department by department, in alphabetical order, as needed)
Appalachian Regional Commission
Agriculture

Commerce
Bureau of the Census
Defense
Health, Education & Welfare
Community Health Services
Maternal & Child Health
Indian Health
Migrant Health
Center for Population Research
National Institute of Mental Health
Center for Disease Control
National Center for Health Statistics
Office of Education
Housing & Urban Development
Labor
Interior
etc.

4.3 State and local government administration of programs
4.31 Public Health
4.32 Hospitals, voluntary and public
4.33 Public Welfare
4.33.1 Reimbursements to PPFA for services
4.33.2 Eligibility requirements (marital status, minors, etc.)
4.33.3 Coercion
4.34 State legislation and hearings
*4.34.1 Statements at hearings
4.35 Medical assistance programs (TitleXIX-Medicaid)
4.36 Public Assistance Program
Aid to Families with Dependent Children (AFDC)
4.4 Legislation, United States Congress
4.41 Statements at hearings
4.5 Conferences
5. POPULATION
5.1 World
5.10 General statistics, characteristics, data, etc.
5.11 Vital statistics
Birth rates
Growth rates
Fertility
differentials
rates
trends
Mortality
Reproduction rates
5.12 Projections

41

5.2 United States
5.20 Statistics, characteristics, data (general)
5.21 Vital statistics
Birth rates
Growth rates
Fertility
differentials
rates
trends
Mortality
Reproduction rates
5.22 Projections
5.3 Environment
(Quality of life)
5.31 Natural resources
Air and air pollution
Food
Land
Minerals
Water and water pollution
5.32 Education and recreation
5.33 Urbanization
5.34 Urban planning
5.35 Density (crowding and overcrowding)

5.4 Economic aspects
5.41 Employment, unemployment and manpower
5.42 Economic consequences of:
Population decline* Population characteristics*
Population growth* (Age structure, etc.)
5.43 Economic determinants of:
Fertility
5.44 Costs and cost effectiveness of family planning programs

5.5 Conferences

5.6 Population, theories and policies
5.61 Population control
5.61.1 by voluntarism
5.61.2 by government measures, pro- or anti-natalist
e.g., coupons, incentives, bonuses, licensing, etc.
*5.62 Population size
Negative, Optimum, Stationary, Zero

*5.9 Population education
(population materials covering 5. subjects on a non-technical level, suitable for elementary, high school and college levels)

6. RELIGIOUS AND ETHICAL VIEWS

6.1 Family planning birth control, abortion, sterilization
(Use separate folder for each subject behind each religion.)
6.11 Catholic
6.12 Protestant (alphabetical by denomination)
6.13 Jewish
6.14 Other religions
6.15 Non-religious (philosophical, ethical)

6.3 Sex and sex education
6.31 Catholic
6.32 Protestant (alphabetical by denomination)
6.33 Jewish
6.34 Other religions
6.35 Non-religious (philosophical, ethical)

7. SEX AND SEXUAL RELATIONSHIPS*

7.1 Marriage
Open marriage
Group marriage
Counseling (marriage, premarital)

7.2 Divorce

7.3 Human sexuality*
gender identification*
female sexuality*
male sexuality*
7.31 Sexual behavior
7.31.1 Sex counseling
7.31.11 Modes of sexual behavior
(Sexual orientation)
Bisexuality*
Heterosexuality*
Homosexuality*
Masturbation*
Transexualism*
Transvestism*
7.31.12 Social aspects of sexual behavior
Erotica and pornography*
Extra-marital sex*
Obscenity
Prostitution (Formerly 3.27)
Rape

*7.31.13	Medical and physiological aspects* Male (ejaculation, impotence, etc.) Female (frigidity, orgasm, post-operative sex, etc.)
7.31.2	Teenagers (Sexual behavior)
7.31.21	Contraception; counseling; services
7.31.22	Pregnancies; abortions; childbearing; parenting
7.31.23	Marriages
7.31.3	College students (Sexual behavior)
7.31.31	Contraception; counseling; services
7.31.32	Pregnancies; abortions; childbearing; parenting
7.31.33	Marriages
7.31.4	The aging
7.32	Sex Education Opinions, pro and con, role of schools, church, home, etc.
7.32.1	Curriculum planning for sex education Elementary level (children) Junior and high school level (teenagers) College level
7.32.2	Guides for parents and teachers
7.33	Sex research
7.4	Status of women
*7.41	Discrimination* in education in employment in insurance etc.
*7.42	Sexism and sex roles* as factors in fertility etc.
*7.43	Women's movement (includes history of)
7.5	Conferences Marriage and family life Sex Sex education etc.

8. INFORMATION/EDUCATION/COMMUNICATION (IEC)*

8.1 Information/Education for Professionals
(Refers to education materials for the professional on his/her role in family planning counseling or clinic services; and/or family planning curricula in professional schools.)
Arrange folders in alphabetical order for each profession:
- Health educators
- Health professionals
- Nurse-midwives
- Nurse-practitioners (or clinicians)
- Nurses
- Pharmacists
- Physicians
- Psychologists
- Public health workers (includes *public health nurses*)
- Social workers

8.2 Population education
(Curriculum units and teaching guides for the teacher/communicator.)

8.21 Elementary school

8.22 Secondary school

8.23 College

8.3 Communication

8.30 Information sources
- Bibliographies, directories, etc.

8.31 Publications for mass distribution

8.32 Audiovisuals*
- Films
- Film strips
- Slides
- etc.

8.33 Advertisements
- Billboards
- Bumper stickers
- Posters

8.34 Mass media
- Movies
- Newspapers
- Radio
- Television
- etc.

8.35 Speeches and biographies
- Alphabetical by author or name

CLASSIFICATION FOR BOOKS

0.	General works
0.1	Who's Who
0.2	Dictionaries, Encyclopedias Thesauruses, Books of Quotations
0.3	Yearbooks, Almanacs
0.4	Directories, Atlases
0.45	Directories of population research
0.5	Statistics
0.6	Annual reports
0.7	Handbooks, Manuals

1.	Administration (General)
1.43	Voluntary agencies, volunteers and governing boards
1.44	Operational management
1.5	Fund raising
1.6	Budgets and program budgeting
1.7	Computers and computer programming

2.	Birth control (General)
2.1	Birth control methods
2.11	Oral contraceptives
2.12	Intrauterine contraceptive devices
2.13	Rhythm method
2.2	Fertility, infertility, sterility
2.21	Artificial insemination
2.22	Counseling childless couples
2.31	Abortion
2.32	Sterilization
2.6	Human reproduction
2.62	Genetics (Eugenics)
2.62.1	Genetic counseling
2.7	History birth control legal status of birth control birth control movement

3.	Family (Includes Family size)
3.1	Medical and social services
3.12	Child and Maternal care and health
3.12.1	Infant and maternal mortality

*3.13	Handicapped*
	Mentally retarded
	Physically handicapped*
3.14	Mental health
3.21	Crime and juvenile delinquency
3.22	Illegitimacy
3.23	Poverty
3.24	Venereal disease
3.25	Battered children
3.27	Prostitution
*3.28	Drugs and Drug abuse*
3.31	Ethnic communities
3.6	Sociology and sociological research (General)
3.61	Family planning research
3.7	Family planning services
*3.72.1	Administration, communication, motivation*
3.75	Training and staffing
3.82	Family planning programs -- abroad (General)
3.82	Family planning programs – abroad (by country) cuttered by first letter of country of geographical area
3.9	Family planning programs – U.S.A.

4.	Federal government policies and programs in family planning (includes OEO policies and programs, legislation in Congress)
4.3	State and local government
4.5	White House Conference

5.	Population (General)
5.2	Population – U.S.A.
5.21	Urban planning
5.3	Population – environment (Includes Pollution)
5.31	Population – natural resources
5.31.1	Man adapting
5.32	Population – food
5.4	Population – economic aspects
5.41	Manpower
5.7	Animal populations
5.9	Population education*
	Books for high school curricula*

6. Religious and ethical views on family planning

7. Marriage
7.1 Marriage counseling
7.3 Sexual behavior (General)
7.31.2 Teenagers and sex
birth control counseling
birth control services
pregnancies
marriages
7.31.3 College students and sex
7.32 Sex education (General)
7.32.1 Sex information for children (Elementary School)
*7.32.2 Sex information for teenagers (High School)
*7.32.3 Sex information for young adults (College)
7.4 Status of women

8.1 Education in family planning and human sexuality for professionals
*8.11 Physicians
*8.12 Nurses
*8.13 Social workers
*8.14 Nurse – midwives
*8.15 Public health workers
8.2 Curriculum guides in family planning and sex

11. Proceedings (regularly occurring conferences of organizations, except United Nations)

12. United Nations publications, including proceedings

HOW TO START
A FAMILY PLANNING LIBRARY
and how to maintain it

STEPS IN STARTING A FAMILY PLANNING LIBRARY

I. A family planning library naturally is one which concerns itself with books, journal articles, reports and other documents bearing on family planning subjects. Collecting materials, whether they are in print, or, as they sometimes are, in audio-visual form, is a major responsibility for the librarian. An equally important responsibility for the librarian is to organize the collection in such a way as to make these materials accessible and available readily and quickly. In modern terminology, the library must provide an information retrieval system.

There is a vast amount of printed material* now available in family planning subjects, much of which may be authoritative and valuable in and of itself, but the crucial question is whether it will be of value to your library's users. A great deal of work, as well as time and money, is required for ordering, classifying, cataloging, and processing materials into any library or center. It therefore becomes necessary to be selective in choosing what is going to be in your collection. However, it is also necessary to be objective in the criteria you use for defining the scope of the collection, and, so, the following are the first steps to be taken in starting a family planning library or information center.

The Library's Users

Identify the user for whom the library or information is being organized, and, then, the potential user who may find the collection useful once it has been organized. By identifying the immediate user, control in determining what is to comprise the collection can be exercised intelligently, selectively, and objectively.

To illustrate, in the KDM Library, the prime users are the staff members of the Planned Parenthood Federation of America, both in the headquarters office and in their Affiliates throughout the country: physicians, sociologists, social workers, administrators, nurses and nurse clinicians, educators, planners, researchers and other professionals concerned with the delivery of birth control services in the United States to those who need and want such services. We, therefore, choose books and articles suitable for them.

However, once the library's prime user is known, both the collection and the services can be broadened to include others who might be served equally as well with very little extra effort. In the case of the KDM Library, its services are extended to non-PPFA researchers, professors, writers, lawyers, graduate students, and, with certain restrictions, to college and high school students, as well as to the public generally. Thus, library services become part of the public services performed by PPFA.

* *See P. 65 for discussion of audio-visual materials.*

The Library's Subjects

Closely related to knowing who the user will be is the matter of identifying the library's main subjects. For example, comprehensive collections are maintained in the KDM Library in the following subjects, all of prime interest and concern to PPFA and its staff:

- contraceptives and contraception
- abortion, sterilization
- infertility, artificial insemination
- family planning programs and services, U.S.A.
- legislation and legal status of above subjects
- fertility research, U.S.A.
- religions and birth control
- history of birth control
- history of the birth control movement
- education and training in family planning services

However, for the following related secondary subjects, the aim is not a definitive collection, but rather one which will provide a good background knowledge of the subject matter:

- population problems
- population and environment
- population – economic aspects
- population and resources
- population in the U.S.A.
- human reproduction
- the family
- human sexuality and marriage
- sex and sex education
- family planning research and programs *abroad*

Some authoritative books and vertical file materials on a popular level are in the Library, in addition to those on a scientific and scholarly level, in order to accommodate all levels of the Library's public.

The kind of selectivity outlined above makes it possible to have a concentrated, in-depth collection, from which sought-for documents can be retrieved quickly with a high degree of relevancy and accuracy.

II. How to Select Books

The following list of annotated bibliographies published by the KDM Library will be of help in choosing books in the fields of population and family planning. All of them are obtainable from the Publications Department of PPFA.

A. A Small Library in Family Planning for the General Reader (25¢)

Designed as basic library for PPFA Affiliates, this book list is arranged by the following subjects:

birth control	population
abortion	religious views
infertility	marriage
sterilization	sex and sex education

Publishers' addresses are provided for convenience in ordering.

B. A Selected Bibliography (35¢)
(for professionals and specialists in the field)

In addition to *contraception, infertility, abortion* and *population,* this list covers the following subjects:

population textbooks	demographic research
population, U.S.A.	family planning surveys
population – economic aspects	family planning programs
population and environment	family planning training

Publishers' addresses are listed.

C. Current Literature in Family Planning

Every month this classified review of the current literature in the field (includes both books and journal articles) is circulated to PPFA Affiliates. To others, subscription rate is $15 a year, prepaid. It offers an easy method of keeping up with new titles in both books and professional journals. Since each book and article is classified by subject, cumulatively it provides a bibliography for each subject for that year.

Acquisitions lists of agencies similar to your own, as well as catalogs of publishers, can be valuable in learning of new books and documents in the field. Staff members and other users of the Library often give helpful leads.

III. Ordering of Books

A. Where to Order Books

Books can be purchased in one of three ways: through a book dealer, from a book store, or from the book publisher, depending on the circumstances.

If there is no special hurry for the book, it should be ordered from a local book dealer. Consult the classified section of the telephone directory to find one. The advantages are:

Book dealers usually give discounts of 10% to 25%.
They follow up for you, let you know if the book is out of stock, not yet published, etc.
They are specialists in their field and can be helpful if there are difficulties in connection with locating the book, etc.
It saves time to pay one bill for several books at one time.

If the book must be obtained in a hurry, buy it from the local book store. The retailer can usually expedite the order for you, but for this service you may have to pay full price, although there are some retailers who offer discounts to good customers.

If a book dealer or book store is not available, order directly from the publisher, whose address can be found in the previously mentioned book lists or through your local public library.

Some libraries may qualify for review copies if their agencies or institutions publish newsletters, etc. which include book reviews. To obtain copies of books for review, write request letters to the publishers. Remember to send a copy of the review.

B. How to Order Books

Unless there is some need for obtaining the book immediately, orders should be accumulated for stated intervals, i.e., once a week, or once a month, depending on how much ordering is necessary.

Keep a record of books on order, either by a carbon copy of the purchase order, and/or by an order card for each book. If cards are kept, it is helpful to file them according to author. Thus, you can check to see if the book has already been ordered in case of doubt. The record should contain the following information:

Title, author, publisher, price (if known)

Date of order

From whom ordered

By whom recommended or wanted

IV. Processing a Book Into the Library

1. Assign a Call Number:

   (The book's call number is its "address" and tells you the book's position on the shelf by subject and, within the subject, alphabetically by author.)

   a. Determine subject of book and give it proper classification number. (line 1)

   b. Assign "Cutter" letter and number* *or* the first three letters in author's last name. (line 2)

   c. Then, add the first letter of the title. (line 3)
   (Do not consider A, An or The in title.)

   Example:

ADVANCED CONCEPTS IN CONTRACEPTION	2.1 (Subject)
Editors: F. Hoffman, R. Kleinman	H6 ("Cutter") *or* HOF
	a (Title)

   (If you use the KDM Library Classification Scheme and the KDM Library's CURRENT LITERATURE IN FAMILY PLANNING, as well as its bibliographies and book lists, this first step has been done for you, i.e., assigning a call number.)

2. Write the call number of the book on its spine. Labels of a small size can be used for this purpose.
3. Write the call number on the right-hand upper corner of the title page.
4. Stamp title page with your library stamp. (Name of library and its address).
5. Make out proper catalog cards. (See p. 70)
6. Shelve book in proper place

Further examples and explanation:

3.61 W4 *or* WES f	Westoff, C.F. et al., FAMILY GROWTH IN METROPOLITAN AMERICA
3.61 W4 *or* WES t	Westoff, C.F. et al., THE THIRD CHILD

*See p. 54 for explanation of "How to Cutter."

6. Shelve book in proper place.

These two books by the same author cover the same subject, a fertility or family planning study. Therefore the classification number for both is the same: 3.61. The "Cutter" number also is the same for both W4 or WES. Accordingly, the title is used to distinguish one book from the other, thereby indicating each book's exact position on the shelf: THE THIRD CHILD will come after FAMILY GROWTH.

Books on Family Planning Programs – Abroad 3.82 are alphabetized by *country*, and, then, within the country, by *author*. The subject is represented by 3.82, which serves as line 1 of the call number. Instead of the author, as in all other subjects, the country about which the book has been written is used to provide the second line of the call number. The third line is supplied by the first letter in the author's last name.

Examples:

3.82	Blake, Judith,	FAMILY STRUCTURE IN JAMAICA
J3 *or* JAM		
b b		
3.82	Koya, Yoshio,	PIONEERING IN FAMILY PLANNING A Collection of Papers on the Family Planning Programs and Research in Japan
J4 *or* JAP		
k k		

To determine whether a given call number has previously been assigned to another book, use the Shelf List.* Adjustments must be made so that no book has the call number of any other book in the library. Once a book has its own call number, it is ready to be placed on the shelf in its proper subject and author position among the other books.

HOW TO "CUTTER"

"Cuttering" is named after the man who first invented the system. It provides for the alphabetical arrangement by author after the book's proper subject has been identified by the appropriate classification number.

The following is an explanation of the "Cuttering" system used by the KDM Library and is given here for those who use CURRENT LITERATURE IN FAMILY PLANNING and wish to understand how it is done.

* *See page 72 for explanation of Shelf List.*

The "Cutter" number is composed of the first letter in the author's last name, together with a number added according to the following adaptation of a Library of Congress schedule:

If author's name begins with a consonant--

Second letter	a	e	i	o	r	u
Number is	3	4	5	6	7	8

If author's name begins with a vowel--

Second letter	b	d	l	mn	p	r	stz
Number is	2	3	4	5	6	7	8

If you use this schedule, use it as a guide. Be flexible enough in its use to place the authors on the shelf in strict alphabetical order within their proper classification, using decimals where necessary, as in the following examples:

Guttmacher	G8 *or* GUT	Schwartz	S3 *or* SCH
Aldous	A4 *or* ALD	Stycos	S7.5 *or* STY
Austin	A8 *or* AUS	Swartz	S8.2 *or* SWA
		Sweezy	S8.3 *or* SWE

However, it is not necessary to use a "Cuttering" system. An equally effective method is to assign the first three letters in the author's last name. If ever two authors have the same first three letters, add the fourth letter for proper alphabetical order.

V. How To Select and Order Vertical File Materials

In addition to books, a specialized library (which is what the family planning library is), usually has a collection of journal articles, unpublished reports in mimeographed form, reprints, conference proceedings, etc. known either as the vertical file materials, or the reprint collection, or some name to indicate that it is not part of the book collection. These articles or documents are housed in vertical file drawers.

The reprint collection is an important resource in the specialized library, as much of today's information must necessarily be up to date, and journals are the vehicle for current data.

The following are good resources for acquiring vertical file or reprint materials:

CURRENT LITERATURE IN FAMILY PLANNING (see p. 50)

As a special service of the KDM Library, articles listed in its monthly CURRENT LITERATURE are duplicated and mailed, on request, if they are not otherwise available. (10¢ a page)

INFORMATION ON FAMILY PLANNING

This is an annotated listing of pamphlets and brochures available from PPFA, containing many titles arranged in useful categories; e.g., Birth Control Methods, Infertility, Family Planning, Marriage and Family Life, For and About Teenagers, etc.

FAMILY PLANNING FOR PROFESSIONALS

This is another annotated listing of pamphlets, brochures and reprints available from PPFA, this one for the professional. Its categories include Pregnancy Assessment, Policy Statements, Public Policy, Illegitimacy, as well as Contraception, Sterilization and Abortion, and others.

Professional and Scientific Journals in the Field*

If you subscribe to any professional or scientific journals, these are an important source of documents for the vertical file. The articles can be duplicated from the journal, or reprints can be ordered from the author or journal. Instructions for ordering are usually printed on the editorial page. The following sample of a mimeographed postcard (stamped) offers a convenient way of ordering these reprints:

Date_____

Please send_____copy(s) of the following reprint:

Title_____

Author_____

which appeared in_____

Vol.____No.____Date____pp.____

Your name_____

Your address_____

See p. 60 for discussion of subscriptions to periodicals.

VI. Processing Vertical File Articles and Documents

Each article or document has to be scanned in order to determine its subject, after which a Classification Number (see p. 24) should be assigned to it. If you receive CURRENT LITERATURE, each article has already been classified by subject and given its Classification Number.

Once the Classification Number has been assigned, it should be written in the upper right-hand corner of the article, so that after removal from its folder, the article can be returned easily and accurately. It is also highly desirable to stamp each article as belonging to the library and to enter the date received.

Be sure the article has printed on it the journal of origin and the date, or, in the case of a proceedings article in mimeographed form, the date and the place of the conference. Most journals now print this information at the top of each page or every other page, but some do not, and it is vital information, without which, the article will not have much value at a later date.

Physical Aspects of The Vertical File

Printed and mimeographed articles, reports, etc., are kept in folders placed in a file drawer.

Each folder should be labeled clearly with the subject, and Code Number, of the articles contained in that folder.

Provide a guide card for each subject heading.

Divide the contents of a folder when about ten or more items for a sub-topic accumulate. For example, one might start with a general folder The Pill, Complications 2.11.1. If enough pieces of literature are gathered on thromboembolism, they should then be separated out of the general folder and set in one entitled, The Pill, Complications 2.11.11
Thromboembolism

Each file drawer should be provided with a card on the outside of the drawer indicating the first subject/Code Number and the last subject/Code Number housed in that drawer. File drawers have holders for such cards.

Example:

Family Planning 3.
Unwanted Children 3.26

VI. The Vertical File.

NEWSPAPER CLIPPINGS

Frequently, newspapers clippings make valuable additions to the vertical file. For a full collection of these, you can subscribe to a clipping service. Be sure to delineate specifically and clearly the subjects you want and the geographical areas to be covered, or you will be deluged with more items than you will be able to handle, or willing to pay for. Clipping services are usually expensive. It may serve just as well for your purposes to have someone clip the local newspapers and the popular magazines for items of interest.

It is wise to paste or staple clippings to an 8 x 10 sheet of paper to keep them from getting crumpled. They are also easier to read and more accessible to the user when treated this way. They can be kept by subject in the vertical file. Use a separate folder labeled Newspaper Clippings in each subject.

However, if you scan only your local papers, it is easier to keep the clippings in a holder or binder in chronological order for the year. They can be put away quickly without classifying them, and, since there are not usually that many articles during the year, it is not too difficult to sift through them quickly to find the article you want.

A good way of reducing the number of articles you have to look through when trying to locate an article is to keep two binders, in one of which the Population articles are kept, covering food, world population, U.S. population, natural resources, etc.; and, in the other, Family Planning, covering contraceptives, contraceptive research, abortion, sterilization, family planning services, etc. Be sure to label each binder with subject and year.

VII. How to Select Periodicals

In a small library, with limited staff, the number of periodical subscriptions should be kept to no more than 25 to 35, because periodicals are extremely time consuming to order and to handle. They should be carefully selected according to the needs of those whom the library serves. In the case of PPFA Affiliates, this means primarily PPFA Affiliate staff members, i.e., nurses, nurse clinicians, social workers, physicians, planners, researchers, etc.

The following list of periodicals provides a basis for an Affiliate collection:

ADVANCES IN PLANNED PARENTHOOD ($19.50, quarterly)
Excerpta Medica
228 Alexander St.
Princeton, NJ 08540

AMER. J. OF OBSTETRICS AND GYNECOLOGY ($34.50, semi-monthly)
The C. V. Mosby Co.
11830 Westline Industrial Drive
St. Louis, MO 63141

AMER. J. OF PUBLIC HEALTH ($30.00, monthly)
Journal of the American Public Health Assn., Inc.
1015 Eighteenth Street, N.W.
Washington, DC 20036

CLINICAL OBSTETRICS AND GYNECOLOGY ($30.00, quarterly)
Medical Department
Harper & Row, Publishers, Inc.
2350 Virginia Ave.
Hagerstown, MD 21740

THE FAMILY COORDINATOR ($15.00, quarterly)
The National Council on Family Relations
1219 University Avenue, Southeast
Minneapolis, MN 55414

FAMILY PLANNING PERSPECTIVES (bi-monthly)
Planned Parenthood Federation of America
Research Development Division
The Alan Guttmacher Institute
515 Madison Ave.
New York, NY 10022

FAMILY PLANNING/POPULATION REPORTER (monthly)
A review of State Laws and Policies
Planned Parenthood Federation of America
Research Development Division
The Alan Guttmacher Institute
1666 K Street, N.W.
Washington, DC 20006

INTERCOM ($18.00, monthly)
1754 N Street
Washington, DC 20036

JOGN NURSING (J. OF OBSTETRIC, GYNECOLOGIC AND NEONATAL NURSING) ($5.00, bi-monthly)
Medical Department
Harper & Row, Publishers
2350 Virginia Avenue
Hagerstown, MD 21740

J. OF REPRODUCTIVE MEDICINE ($25.00, monthly)
Medical Media Associates, Inc.
P.O. Box 98
Palatine, IL 60067

MEDICAL ASPECTS OF HUMAN SEXUALITY ($25.00, monthly)
Hospital Publications Inc.
609 5th Ave.
New York, NY 10017

OBSTETRICS AND GYNECOLOGY ($18.00, monthly)
2901 Byrdhill Road
Richmond, VA 23228

OB-GYN NEWS ($34.00, semi-monthly)
Physicians International Press Inc.
12230 Wilkins Avenue
Rockville, MD 20852

WASHINGTON MEMO
Planned Parenthood-World Population
1666 K Street, N.W.
Washington, DC 20006

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POPULATION REPORTS
2001 S Street, N.W.
Washington, DC 20009

REPORTS ON POPULATION/FAMILY PLANNING
The Population Council
245 Park Avenue
New York, NY 10017

SEXOLOGY
200 Park Avenue
New York, NY 10017

NEWSLETTERS (No charge unless indicated):

ASA NEWSLETTER
Assn. for the Study of Abortion
120 West 57th Street
New York, NY 10019

AVS NEWS
Assn. for Voluntary Sterilization
708 Third Avenue
New York, NY 10019

EMKO NEWSLETTER
7912 Manchester Avenue
St. Louis, MO 63143

FAMILY PLANNER
Syntex Laboratories
3401 Hillview Avenue
Palo Alto, CA 94304

GETTING IT TOGETHER
Youth & Student Affairs Program
Planned Parenthood Federation of America
810 Seventh Avenue
New York, NY 10019

SIECUS REPORT ($15.00, bi-monthly)
Behavioral Publications
72 Fifth Avenue
New York, NY 10011

VIII. Ordering and Processing Periodicals

There are agents who order periodicals for libraries, but they rarely take customers who subscribe to only 25 to 35 journals. They charge a percentage of the total amount for their services, but they save both library staff time and money: they perform all the clerical work of ordering and follow-up; and you pay by one check once a year.

However, whether you order yourself, or use an agent for ordering periodicals, a record of each periodical should be kept as follows:

1. Title of journal
2. Source (agent or direct, i.e., publisher/address)
3. Renewal date and price
4. Frequency of issue, volume number
5. Receipt of issue and date

There are special cards for this purpose, which can be purchased from suppliers. The KDM Library uses DEMCO 33-554, which can be ordered from DEMCO Library Supplies. Special drawers for these cards are usually necessary as they will not fit into regular library catalog drawers; but for so few journals you can improvise some sort of box to hold the cards.

After a journal is checked in as noted above, it should be placed on the shelf in strictly alphabetical order. It is wise to provide holders (e.g., Princeton file), as they preserve the journals, and thus substitute for binding journals, which would be more expensive. Some periodicals (like Ob-Gyn News), because of their format, should be laid horizontally on the shelf. And some periodicals can "stand" on their own, like Clinical Obstetrics and Gynecology. Some newsletters are hole-punched and can be placed in three-holed binders.

No matter how they are placed on the shelves, whether in holders or on their own, be sure to leave enough space for a quarterly journal, more space for a bi-monthly, more for a monthly, etc.

Eventually, two related decisions have to be made about periodicals: (1) whether to bind; (2) for what period of time to keep back copies.

(1) Binding is desirable, but not necessary if holders are provided. The advantages of binding are that the periodicals are always in their proper chronological order and there's no danger of having a copy missing. But holders are almost as good and much cheaper.

(2) PPFA Affiliates should feel themselves responsible for having complete sets of any of their own periodicals or those of PPFA.

a. Family Planning Perspectives

b. President's Letter (now discontinued)

c. Family Planning/Population Reporter

d. Washington Memo

e. Getting It Together

In other words, the library of any organization or agency which produces publications must hold itself responsible for keeping in its collection all of those publications; and full sets of periodicals, if any are published by the organization or agency. For PPFA Affiliates, that means all PPFA periodicals must be kept from Vol. 1 No. 1 until publication ceases.

All other periodicals should be kept for two years plus the current year. Quarterlies can be kept longer, if necessary, as they take little room on the shelf, while it may be impossible to keep bi-weeklies or weeklies as long as a year. Judgment must be used in light of the needs of your particular staff and library audience.

And, of course, pertinent articles from discarded periodicals can be clipped and added to the vertical file.

IX. (A) Audiovisual Materials

Audiovisual materials (also called non-print materials, software or media) are as much a part of library collections as are books, periodicals and reprints. Common audiovisual formats include:

16 mm films

8 mm and super 8 mm films

slides

video tapes and videocassettes

charts and flip charts

overhead transparencies

audio tapes and audiocassettes

posters

games

Realia e.g., a box of various contraceptive methods

models

multimedia (a combination of any number of the above, usually with an audio and a visual component), e.g. self-instructional packages

Small libraries often have only a few audiovisual materials because some materials are expensive, but since many audiovisual materials may be borrowed or rented, they can be used without being purchased. Borrowing (from a local library or state health department) or renting (from a film lending service or a film distributor) allows you to use a film, for instance, a few times at much less cost than if you were to purchase the film for the same use and your library does not bear the financial burden of out-of-date materials. Loan or rental catalogs may be acquired from libraries and distributors. Rental prices are approximately 10% of purchase prices.

Because audiovisual materials are assorted sizes and shapes, some thought must be given to appropriate storage facilities to make the best use of your space and to provide easy access to the materials. Many audiovisual units contain more than one format (e.g. a filmstrip with a phonograph record), and should be stored with all the pieces together, in one container if possible.

Equipment

Some types of audiovisual materials require additional equipment for use (e.g. film and filmstrip projectors, audio tape recorders). Your library may house this equipment, it may be kept elsewhere in the agency, or your agency may share purchase with another agency. Equipment may also be rented, and as with other materials, occasional rental may be more economical. In addition, you will not have to worry about equipment maintenance and repair.

Audiovisual equipment requires:

1. *Secure* storage space

2. Maintenance – you can change a bulb, provide an adaptor for 3-pronged plugs, or clean the lenses. In other situations the equipment vendor can provide maintenance services.

3. Written instructions for use taped to each piece of equipment (keep vendors' instruction manuals filed together for further reference).

4. Training for each user of each piece of equipment.

Additional ideas which we have found valuable:

1. Visual materials may be projected on a light-colored wall and eliminate the need for a screen.

2. Most audio systems are easily adaptable to the use of single or multiple headphones so that they may be used in areas in which there are other activities.

3. Equipment may be moved on rolling carts which provide both transportation and a table for use exactly where you want it.

IX. (B) How to Select and Order Audiovisual Materials

Audiovisual materials are ordered directly from the distributor by letter and should be examined or "previewed" prior to purchase. The more expensive the item, the more important the preview. Distributors have various preview policies, but many will allow a preview with intent to purchase at no charge. Others charge a rental fee and apply it to the purchase price if you buy. Inexpensive

materials must be ordered, but can be returned if unsatisfactory. Sources of information about audiovisual materials include:

SIECUS REPORT (bimonthly, $15.00 per year)
Behavioral Publications
72 Fifth Avenue
New York, New York 10011

GUIDE TO FILMS
Publications Department
Planned Parenthood Federation of America, Inc.
810 Seventh Avenue
New York, New York 10019

FILMS, by Ann G. Appleton and Patricia N. Burdick ($2.00)
Planned Parenthood League of Massachusetts
93 Union Street
Newton Centre, Massachusetts 02159

Catalog of filmstrips
Guidance Associates
757 Third Avenue
New York, New York 10017

Catalog of films
Perennial Education
1825 Willow Road,
Northfield, Illinois 60093

State departments of health

Pharmaceutical companies

IX. (C) Processing Audiovisual Materials

Most libraries store audiovisual materials separately from books and divided by format – for example:

films in cans in a rack in a cupboard
filmstrips and phonograph records in large containers
filmstrips and audiocassettes in a small container
transparencies in a vertical file
models and displays on shelves

Storage containers, cupboards, shelving and rolling carts are available from Gaylord Bros. and DEMCO Educational Corp. (see FURNITURE AND SUPPLIES, page 82).

Audiovisual materials which require equipment for use (e.g., films, audiocassettes, video tapes) can be shelved alphabetically by title or by acquisition number (the first film you get is number 1, the second is number 2, etc). Other materials not requiring machine presentation may be classified because browsing at the storage area is possible.

Important steps in processing any audiovisual item include:

1. Label item and container with

   a. Appropriate number, if any
   b. Title of item, if not obvious
   c. Name and address of your library
   d. Running time

2. If multimedia, indicate what is in each container on the outside. It makes a difference in equipment used whether a filmstrip is accompanied by a phono record, an audiocassette, or both.

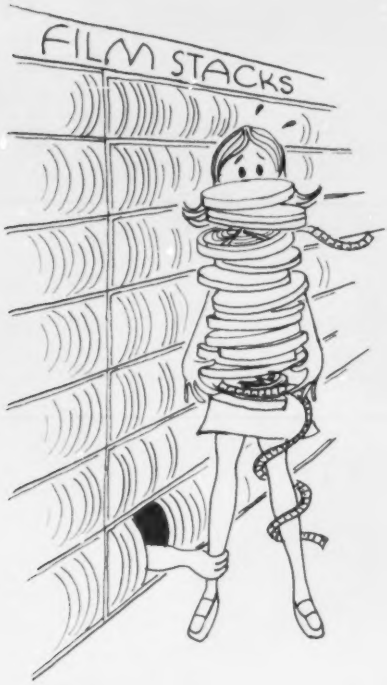
3. Make out proper catalog cards. (see page 74).

4. Shelve item in proper place.

See p. 72 for catalog cards for audio-visual materials.

See p. 75 for subject access.

See p. 77 for policy on lending.



4. Shelve Item in Proper Place.

X. The Library's Catalog

Once the books and documents are collected, it is necessary to have "entries" into the collection. Of course, the classification itself serves as an entry, inasmuch as the classified placement of a book on the shelf, or the journal article in the vertical file makes its retrieval possible by subject. However, it does not make retrieval possible by particular citation.

The most important tool for gaining access to the library's contents is the card catalog, usually composed of author, title and subject cards. Since, in the small library we are describing, we already have entry by subject through the classification, only an author card catalog is useful enough to compensate for the time necessary to create and maintain one. An author card does not take too much staff time, while providing an invaluable new way of gaining access to the library's collection of book and non-book materials. With (1) the classified subject arrangement of books and documents; and (2) the author catalog, we have two ways of finding information: either by subject or by author.

Cards for books can be obtained from the Library of Congress, but they have to be modified for each library's use. For the small library that does not have a consistent staff, simpler cards can be used. These are especially easy for the volunteer or the amateur because the specific information required for cataloging books is clear and detailed and needs only to be filled in correctly. They are not "authentic" library catalog cards, but they are most serviceable for anyone managing a library on a limited budget.

Sample Author Card for Books:

Call No.	Author_____ Title_____ _____ City_____ Publisher_____ Date of Publication_____ Subject_____

Sample Author Card for Vertical File Materials:

VFD No.	Author _____ Title _____ _____ Journal _____ Vol. ____ No. ____ Date ____ pp _____

There are rules applying to the number of cards that need be provided where there is more than one author to a journal article or a book. However, in the small library, it is practical to provide a card for the first author only, unless one of the other authors is important to your collection; e.g., Christopher Tietze, Charles Westoff, Frederick S. Jaffe, or one of your own staff members. Then, a second author card should be provided for the catalog.

The best reference for filing rules is:

ALA RULES FOR FILING CATALOG CARDS
Second Edition Abridged, 1972
$2.50

This volume is available from:
American Library Association
50 East Huron
Chicago, Illinois 60611

The Shelf List

The Shelf List must be considered as a kind of catalog, although, strictly speaking, it is not. Rather, it is an arrangement of the book cards by call number, placed in the exact order as the books they represent are placed on the shelves, i.e., by subjects (the classification subject) and, within each subject, alphabetically by author.

The Shelf List is one of the most important tools of the librarian. It is used:

1. To ascertain that a call number, before assigning it to a new book, has not been issued previously.

2. To find what kinds of books are in a given class, which is an aid in understanding what books should be assigned the same classification number.

3. To give source (city of publication and publisher), date and cost of each book.

4. To tell how many copies of a given book the library owns.

5. To find how many books the library already has in a given class.

6. To take the annual inventory, and thus to see if any books are missing. The Shelf List is an exact record of all books that have ever been placed on the shelves, even though they may be missing from the shelf at the time of inventory.

To maintain a Shelf List, a Shelf List card must be made out for each book at the time of processing the book into the library. The Shelf List card should contain two extra bits of information about the book: its price and the number of copies of the book, if the library owns more than one. The cards should be kept in catalog drawers next to the desk of the librarian, as it is in reality a work catalog.

XI. Catalog Cards for Audiovisual Materials.

A separate card catalog should be maintained for audiovisual materials. Since audiovisual materials often do not have an "author" in the sense that books or periodical articles do, they are usually recorded by title. Cards can be made for audiovisual materials and should include a title card, a shelf list card and one or more subject cards (see page 74). If

your library stores audiovisual materials alphabetically by title, the title file can be separated from the classified materials and used as a shelf list as well, thereby eliminating the need for an additional card for the shelf list. In a very small collection of audiovisual materials to which items are added very slowly, a looseleaf notebook of descriptive information with a subject index might be more appropriate.

On each title card or entry in your notebook, you should include:

1. Format (F=Film; FS=Filmstrip; V=Videotape; etc. at the head of or in place of the "book number" or, in this case, "film number" or "filmstrip number")

2. Title

3. Producer, and distributor, if different

4. Audience level: e=elementary; ad=adolescent; a=adult; p=professional

5. Date of production

6. Cost: purchase and rental

7. Physical description

   a. Films: running time, color or black and white (written "b&w") 16mm or Super 8mm, sound or silent

   b. Filmstrips: same as films and indicate sound format, i.e., audio-cassette or phonorecord, etc.

   c. Videotapes: same as films, plus information on tape format including size measured in inches, and whether reel or cassette

   d. Charts: number of pages, color or b&w, size

   e. Audio records and tapes: running time, disc or tape or cassette, size or speed, stereo or mono, one or two sides

   f. Models: number of pieces, size, colors

   g. Posters: size, colors

Note: Describe any accompanying materials, such as instructor's manual or work sheet.

8. Content information (particularly important for items not easily examined). Describe in a sentence or two what the item is about and whom it is for.

9. List the subjects which best describe the item (see list on next page). For instance, the film ABOUT SEX could be described by "Human Sexuality" and "Adolescents". These would then be the subjects under which ABOUT SEX is listed.

10. Number of copies.

Sample Title Card for Audiovisual Materials

Format or Number	Title _____
	Producer/Distributor _____
Date	Physical Description _____
Number of Copies	Contents _____
	Cost: Purchase _____ Rental _____
	Audience level: e ad a p (circle one or more)

(List subject selected on back of card)

If you would like more information, NON-BOOK MATERIALS: THE ORGANIZATION OF INTEGRATED COLLECTIONS, by Jean Riddle Weihs, Shirley Lewis and Janet Macdonald (1973) is most useful. It can be ordered from:

The Canadian Library Association
151 Sparks Street
Ottawa, Ontario K1P 5E3
Canada

Subjects for Audio-Visual Materials

Subject access to audiovisual materials is possible in two ways:

Make a duplicate of the title card, and add the subject between the title and the top of the card. All the information about the item is immediately available.

or

For each subject heading, make a separate card or looseleaf notebook page. List title and format of all audiovisual materials concerned with that subject. You will then have to refer to the title card or page for a complete description. For a small collection this would not be inconvenient, and it would eliminate the typing of additional title cards.

The subject headings assigned to a particular item should describe that item. The following subjects would be useful in describing family planning materials, and you can add other broad categories as your needs dictate.

Abortion
Adolescents
Contraception
(various methods can be listed separately)
Counseling
Family Planning
Genetic Abnormalities
(names of specific ones can be used, e.g., Sickle Cell Anemia)
Human Sexuality
Population
Reproduction
Sex Education
Sterilization
(Vasectomy, Tubal ligation can also be used separately)
Venereal Diseases

XII. Library Policy

Very often we are asked whether an Affiliate library should allow its materials to go out on loan. Our answer is always a firm unequivocal NO. Contrary to popular opinion, library materials are rarely taken with malice aforethought. More often than not, books disappear when users place them on their own shelves for safekeeping and then forget about them. There is nothing so lost as a forgotten book misplaced on the wrong shelf.

Very few realize how much staff time is required to follow up on loaned books. If the book is never returned, which happens more often than one might think, there is additional staff time that has to be spent on re-ordering the book. Even more important, too often in the field of population/family planning, the book cannot be replaced.

The following is the policy the KDM Library follows:

1. Books are loaned only to PPFA staff members.
2. Out-of-print books are never loaned to anyone under any conditions, but can be used in library.
3. A record is kept of all books on loan. For the KDM Library, this mimeographed card has worked rather well.

Call No._____ Date _____

Title _____

Author _____

Borrower _____

Department _____

Phone Ext. _____

KDM Library
PPFA

4. Once every two weeks a reminder is sent to each borrower. Borrowers have been most responsive to these memos.
5. Vertical file materials are never loaned. As a service, however, an article will be Xerox'd for the use of staff members.
6. Outsiders can use the library facilities, but can NEVER borrow books, or any other of its materials.

Audiovisual materials in particular should be subject to circulation restrictions. Many are expensive and easily damaged. Who uses them, and where, becomes an important part of library policy. A great amount of time is required to inspect and clean materials after use; thus, it may be wise policy to permit only staff to use audiovisual materials. Libraries which loan audiovisual materials often charge a rental fee of $5.00 or $10.00 to help defray the expense of cleaning and repairing materials. It is better policy to have a staff member go with the item, to use it and to take care of it. As for audiovisual equipment, that should NEVER be loaned unless accompanied by a staff person.

Because a small collection of audiovisual materials is often in great demand, it is good policy to have staff reserve audiovisual materials (and equipment) in advance of use. A day by day calendar or reservation form such as the following may be used:

AUDIOVISUAL MATERIALS RESERVATION

Item (Title)_____

Format _____ Copy No.____

Reserved: Date of Pick Up_____ ____ Check here when picked up.

Date of Return _____ ____ Check here when returned.

Name_____

Department _____

Purpose _____

_____

_____

Today's Date _____

Note that the dates of pick-up and return are indicated, rather than the use date. When the item leaves the library and when it returns are important for further scheduling. The reservation form also records frequency of use of various items and thus provides a basis for additional purchases.

XIII. Reference Books

All library materials, both book and non-book, are in a very real sense "reference" materials in that they are sources of information, and this is especially true for the specialized library's books. Yet there is always a group set aside in every library as reference works because they provide quick and handy answers to certain questions; in the main, those that do not require research or interpretation. Such reference books include dictionaries, directories, atlases, bibliographies, biographies (Who's Who, etc.) and many others well known enough to be omitted from consideration here.

The following are particularly useful reference materials for a family planning/population library:

Demographic Yearbook. United Nations Annual.
Compilation of world population statistics.
Available from: International Publications Service
114 East 32nd Street
New York, NY 10016

Statistical Abstract of the United States. U.S. Dept. of Commerce, Bureau of the Census. Annual.
Yearly report of U.S. population statistics, characteristics and other useful population information.
Available from: U.S. Government Printing Office
Superintendent of Documents
Washington, D.C. 20402

The World Almanac. New York: The News. Annual.
Contains U.S. and World population facts and figures. Also, a good general reference book.
Available from: Newspaper Enterprise Association
230 Park Avenue
New York, NY 10017
or
1200 West Third Street
Cleveland, Ohio 44113

Population. William Petersen, New York: Macmillan, 1975.
Because of its excellent index and clear exposition, this textbook serves well as a dictionary of family planning and population terms.
Available from: Macmillan Company
866 Third Avenue
New York, New York 10022

Population/Family Planning Thesaurus: An Alphabetical and Hierarchical Display of Terms Drawn from Population-Related Literature in the Social Sciences. By Caroline Lucas and Margaret Osburn. Chapel Hill, NC: Univ. of NC, Carolina Population Center, 1975. 286 pp. pap. $15.00.

Clarifies terminology in the field by showing how it is being used.

Available from: Technical Information Service
Carolina Population Center
University of North Carolina
Chapel Hill, NC 27514

Multilingual Demographic Dictionary, English Section. (Population Studies No. 29.) N.Y.: UN Dept. of Economic and Social Affairs, 1958; Reprinted 1970. UN publication Sales No.: E.58.XIII.4. $1.00.

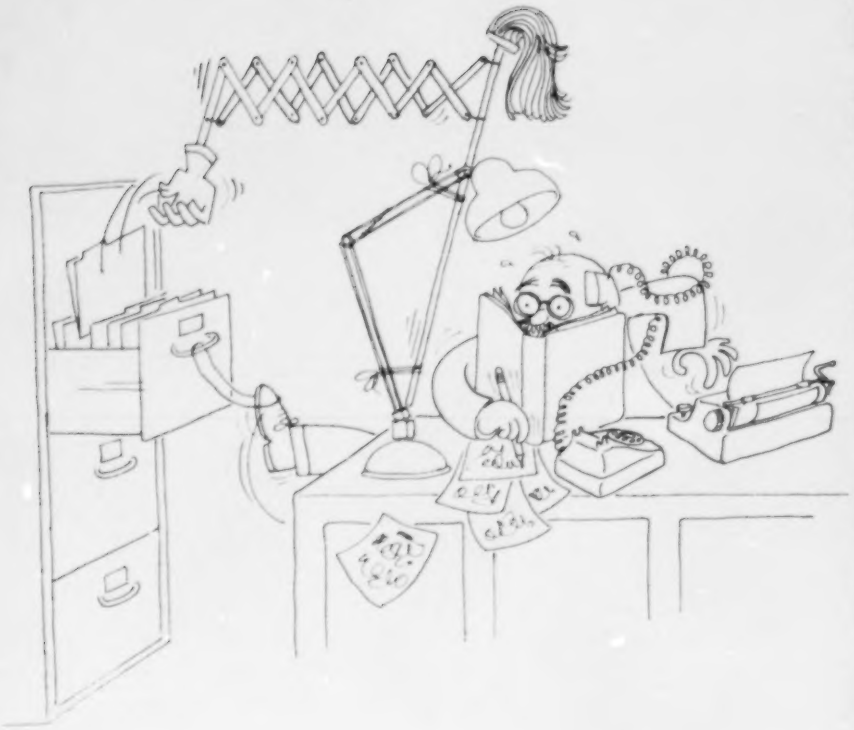
Explains terms used in demography.

Available from: United Nations, Sales Section
United Nations Plaza
New York, NY 10017

International Demographic Terminology: Fertility, Family Planning, and Nuptiality. By E. Grebenik and A. Hill. Liege, Belgium: International Union for the Scientific Study of Population, 1974. 53 pp. pap. $3.00.

Designed to aid in the translating of demographic texts. Supplements the UN Multilingual Demographic Dictionary.

Available from: International Union for the Scientific Study of Population
5 Rue Forgeur
4000 Liege, Belgium



XIV. Library Staff.

82

XIV. Library Staff

A library can be started with but one stack of shelves with few books on it and with one file of drawers with few articles in them, but it cannot be started, and *should not be started*, before there is someone to serve as librarian. If it is expected to yield not only books but also articles and other pertinent information on demand, a library requires efficient little systems which must be maintained consistently, or the entire big system will fall apart rather quickly. Someone must be designated responsible for the continuity of the operations.

The librarian need not be professional, but should be someone committed to the exciting business of organizing man's knowledge so that it can be recalled to serve him at a later time. Depending on the size of the collection and the needs of the organization, such a person may work only several hours a day or a week, or full time, but there must be someone who understands the necessity to follow through on the time-consuming detail outlined in the foregoing pages, else there is no use starting, for all will come to naught.

Library Space

As for space, common sense should be the guide, but for those who want something more specific, the magic number is four. There should be four feet in front of a file, four feet between facing stacks, four feet of space in front of a desk (six, if it's available), or around a reading table.

To allow for growth, shelves should be only two-thirds filled with one-third left free. Also to allow for growth, if you have one stack of shelves, there should be room for another, etc. It may take a long time to decide to start a library, but once started, it grows very fast. Figure on one-third growth in a year, and plan ahead for five years.

To utilize space to the fullest extent, a mix of different heights and widths of shelving is a good idea, if possible. Seven feet high shelving might be used against a far wall; six feet high shelving for building cubicles; and counter height shelving can be used for free standing arrangements to form "islands," or to partition a corner of the library.

The widths of the shelving might be mixed, too, to make for flexibility. Sometimes 30" wide shelving can be placed with 36" shelving to fit in a space that two 36" stacks of shelves would not fit into. Although there are various depths of shelving, the 10" shelf is one that will be suitable

for a wide variety of book sizes. The counter height shelving comes in wider widths – 16" deep, 36" wide and 42" in height, because of its very nature and the way in which it is used.

The librarian's desk should be in a position from which control over the library can be exercised. Some prefer to be at the door, but the far corner of the wall opposite the door gives one full vision also, and, in addition, allows the librarian more "elbow" room.

No matter how you choose to arrange the library, be sure to provide for a smooth traffic flow. Don't place the card catalog next to shelves that will be heavily used, or some other busy place. Tables for study (or the one table, if that's all there is) should be in a relatively quiet part of the library. Think of all possible ways before settling on what you think will work best for you and the users in your library. A good way of doing this is to lay out a diagram in scale; e.g., ¼" = 1'. Anyone can do it, and it is very worthwhile doing.

Reference: Planning the Special Library, Ellis Mount, ed.
SLA Monograph #4, 1972. $8.50.
Available from Special Libraries Association
235 Park Avenue South
New York, NY 10010

XV. Furniture and Supplies

Library furniture and supplies (cards, order blanks, guide cards, etc.) can be ordered from the following companies. All will supply catalogs upon request.

BRO-DART, Inc.
56 Earl Street
Newark, NJ 07114
(201) 242-7500

DEMCO EDUCATIONAL CORP.
Box 1488
Madison, WI 53701
(608) 244-5641

GAYLORD BROS., Inc.
Post Office Box 61
Syracuse, NY 13201
(315) 457-5070

The HIGHSMITH CO., Inc.
P.O. Box 25
Highway 106 East
Fort Atkinson, WI 53538
(414) 563-6356

SPERRY UNIVAC
Library Bureau Division
(Furniture Only)
801 Park Avenue
Herkimer, NY 13350
(315) 866-1330

GLOSSARY OF TERMS

abortion	the expulsion of the fetus before 28 weeks from conception (gestation is considered to be the number of weeks since the first day of the last menstrual period, even though the length of the actual pregnancy may be two weeks less)
anti-natalist	refers to measures calculated to lower fertility of population
birth control	the conscious use of any practice to prevent conception or fetal development before birth; or the conscious use of measures to overcome an inability to conceive
birth rates	number of live births in one year per 1,000 population
conception	the fertilization of the female ovum by a male sperm
contraception	refers to measures which are taken in order to prevent conception as a consequence of sexual intercourse or coitus
cost effectiveness (of family planning programs)	monetary or other return per unit of investment resulting from the reduction of unwanted fertility by means of family planning programs and services
excess fertility	*see unwanted fertility*
family planning	the conscious determination of conception or timing of conception by means of decisions as to (1) whether or not to have children; (2) how many children to have; (3) what intervals of time between wanted children; (4) what methods to use to space wanted children; (5) what methods to use to prevent unwanted pregnancies or births; (6) what steps to take to overcome infertility

GLOSSARY

fecundity	the physiological ability to reproduce
fertility	the actual number of births for one woman or a group of women (cohort fertility)
fertility control	*see birth control*
fertility rate	number of live births in one year per 1,000 females of childbearing age, 15 - 44 usually (considered by some to be 15 - 49)
fertility ratio	the number of living children under five years of age per 1,000 women of childbearing age (usually 15 - 44, sometimes 15 - 49)
growth rate	percentage of increase or decrease in a population reflecting the difference between births and deaths; plus the net migration
infant mortality	all deaths in the first year of life
infertility	infertility exists when pregnancy has not occurred after a year of coitus without contraception
population control	involves central decision by government or similar authority to regulate overall population size and/or rate of change whether by voluntary or involuntary means
pro-natalist	refers to measures calculated to raise fertility of population
reproduction rate (net)	the number of daughters that will be born to 1,000 new born females if current rates of mortality and fertility remain unchanged (a net reproduction rate of 1,000 would reproduce enough daughters to exactly replace the current numbers of mothers)
stable population	one in which the proportion in each age group remains constant (not a population of constant size, but one whose growth is at a constant rate, which can be negative or zero as well as positive)

sterilization	surgical operation, designed to render the person undergoing it incapable of begetting or bearing children
unwanted fertility	births which would not have occurred if the mother or father, or both, had been able completely to control their fertility through effective contraception, abortion and/or sterilization
unwanted pregnancy and births	*see unwanted fertility* and apply to pregnancies
voluntarism	family planning in which all decisions are made by the individual's own free choice

Based on the following authorities in the field:

U.N. Multilingual Demographic Dictionary, 1958; IUSSP International Demographic Terminology; William Petersen, Population, 3rd ed. 1975; American Society for Study of Sterility; PPFA staff members.

NOTES

*PPFA LISTINGS

SUBSCRIPTIONS

Current Literature in Family Planning. No. 1455

Monthly classified review of the books and articles recently published in the field of family planning. Each is summarized or abstracted. Published monthly. $15 per year, prepaid.

Please write separate order with check made payable to Katharine Dexter McCormick Library.

BIBLIOGRAPHIES

Selected Bibliography. No. 102

PPFA library-selected list of books for use by professionals. Pub. 1972. 32 pp. 4 x 8½". Single copy 35¢. 50 for $15. 100 for $25.

A Small Library in Family Planning for the General Reader. No. 108

PP library-choice of basic books. Lists key resources in population, birth control, marriage, sex education, infertility, abortion, sterilization and religious attitudes. Revised 1973. 17 pp. 4 x 9". Single copy 25¢. 50 for $10. 100 for $15.

CATALOGUES

Information on Family Planning. No. 100

Consumer-oriented books, booklets, pamphlets, and articles. Also for general reader or curriculum use. 3½ x 8¼". 32 pp. Single copy free. 50 for $6. 100 for $10.

Family Planning for Professionals. No. 105

Books, booklets and articles of interest to administrators, clinicians, educators, social workers and others in family planning and related fields. Single copy free. 50 for $6. 100 for $10.

Guide to Films. No. 109

Catalogue of films, film strips, and slides on population, family planning, education for marriage, human reproduction and childbirth. Information on rental through PPFA and sources for purchase. Single copy free. 50 for $6. 100 for $10.

***Order by both title and number from:**

Planned Parenthood Federation of America, Inc.
810 Seventh Avenue, New York, N.Y. 10019 89